

MEMORANDUM FOR: OC Task Force Members

SUBJECT : Watergate - Agency File Review

I. Objective

25X1A

Another Agency-wide file and personal memory search for "Watergate" related materials has been requested by the Director. Materials [REDACTED] researched back to 1949 and "Watergate" material back to 1969.

II. Scope

Each file must be reviewed and categorized as follows:

- A. Clearly will not contain "Watergate" related material.
- B. Marginal chance of containing "Watergate" related material.
- C.. Better than marginal chance of containing "Watergate" related material.

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The definition of each file means, all files in Archives, at field facilities [REDACTED] Overseas), proprietaries, Headquarters, Record Center and any other facility not mentioned.

III. Purpose

The Agency-wide search for "Watergate" related materials is to locate, review, and document each file and paper on this subject. Additionally, the task force assigned to this effort must be on the alert for any material that in their opinion may be relevant.

IV. Procedures

The following personnel are assigned to the OC Task Force. 25X1A

Executive Assistant, OC - [REDACTED] (chairman).  
OC, Information Control Staff - [REDACTED] 25X1A  
OC Operations - [REDACTED]  
OC Engineering - [REDACTED] 25X1A  
OC Services - Mr. [REDACTED]  
OC Programs & Budget Staff - Mr. [REDACTED]  
OC Communications Security Staff [REDACTED] 25X1A

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The above named personnel are responsible within their respective components to accomplish the following task:

16 April 1974

- a. Preliminary meeting to acquaint task force members with the requirements.

- b. Establish Task Force Guidelines.

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16-22 April 1974

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a. Formalize categories A, B, and C for all documents (notes, calendars, etc.) in your respective component.

b. Complete comprehensive categorization of all OC file Record Center material, Archives, etc. for categories B and C.

c. List of source documents and personnel to interview.

22 April 1974

Meeting 1300 hours.  
Category A certification due.

22-30 April

a. Screen all Category B material and report findings.

b. All material that there is a doubt about should be forwarded to the OC-EXA for resolution.

c. Any operationally sensitive material which requires special handling should be discussed with the OC-EXA.

d. Identify former employees (memory search only) who are now associated with persons, activities, firms identified in handout material.

30 April 1974

Category B certification due.

23 April - 7 May 1974

Thoroughly review and screen Category C material.

8 May 1974

Category C certification due.

10 May 1974

Certification to DDM&S

3. Reports on progress, certification, and copies of pertinent material should be sent to the OC-EXA as each member completes his assignments. If large files are involved, they are to be pulled and sent through the OC-EXA to Chief, OC-ICS. Each assignment must be completed within the deadlines established.

4. Each Task Force member must provide the OC-EXA with a certification that the actions were taken carefully and consciously. The certification must be signed by the Task Force representative and approved by the component Chief.


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5. It must be borne in mind that much information about the Agency and Agency activities resides in the minds of employees. Along with the file review, memories of employees must be jogged for any relevant information; also, such items as notes and appointment calendars must be reviewed.
6. The target date set for completion of this review and certification to the DDM&S is 10 May 1974.

  
Executive Assistant, OC

Distribution:  
1 - each member

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E2 IMPDET CL BY 003231

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OC-M-73-307  
23 May 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Personnel Survey

Per your request, attached is a personnel survey conducted of OC personnel regarding any official or non-official contact with Watergate principals.

25X1A



Attachment:  
As Stated

Distribution:  
Orig. & 2 - Addressee w/att.  
~~1~~ - OC Record Copy w/o att.  
1 - D/CO Chrono w/att.

25X1A

D/CO, [REDACTED] /mlg (23 May 1973)

OC-A - Negative

OC-CMS - Negative - Will follow up on those people on leave or processing.

OC-SPD - Negative report on all CMT personnel in the Washington Area.

25X1A



OC-CS - Negative

25X1A



25X1A

SCD has nine people that are not reachable at this time, but [REDACTED] will follow up with them when they return.

OC-RMS - Negative.

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[REDACTED] - Negative.

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